

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
MEETING NO. 108
JANUARY 26, 2006**

**BOARD PROCESS FOR
CERTIFYING WORKFORCE DEVELOPMENT COUNCILS**

The Workforce Investment Act requires governors to certify Workforce Development Councils (WDCs) every two years. Current council certifications end on June 30, 2006. Chief local elected officials (CLEOs) will be asked to apply for council recertification by March 31, 2006. Each application will identify members appointed by CLEOs to serve on their area council for a period beginning July 1, 2006.

In January 2004, the Board conducted an extensive review of the state's criteria for council certification, and Board staff recommends no changes for 2006 (see Appendix A).

Separate from the recertification criteria, the Board has the assignment in *High Skills, High Wages* of helping to encourage diversity among the membership of the local WDC. In line with this assignment, Board staff have already sent a message to the WDC Directors asking for consideration of diversity when seeking new members.

It is the role of the Board to: 1) determine if the applications for WDC certification meet the state's criteria; and 2) recommend certification approval to the Governor. To carry out the Board's 2006 council certification review, it is proposed that the Board employ the following process and timeline:

Certification Timetable

Step No. 1. Similar to the process used in 2000, 2002, and 2004, a Board subcommittee is appointed by the chair.

Step No. 2. **March 31, 2006.** CLEO applications for WDC certification are due.

Step No. 3. **April 3 through April 14, 2006.** Staff to the Board will review council certification applications paying close attention as to whether local council appointments correspond with the state's criteria for membership. Staff will obtain clarification of any questions, and prepare summary briefs to assist in the Board's review.

Step No. 4. **April 17, 2006.** WDC certification applications and staff summary briefs are sent to all Board members.

Step No. 5. Committee meeting or teleconference will be scheduled in the **second half of April 2006**. All Board members may offer their comments or concerns to Board staff or committee members prior to the meeting. At the conclusion of the meeting, committee members will vote to recommend to the Governor approval for local council certifications. If the committee decides not to approve an application, it is returned to the designated CLEOs. In the event of a tie, the subcommittee will refer the application to the full Board for consideration.

Step No. 6. The full Board will meet on **May 11, 2006**. The committee will report to the full Board of the committee's recommendation.

Step No. 7. By **May 15, 2006**, the Governor is informed of the Board's recommendations. The Governor's office will review the Board's advice and the Governor will then notify the CLEOs of her decision. All notifications should be made by June 30, 2006.

Board Action Required: Adoption of the recommended motion.

RECOMMENDED MOTION

WHEREAS, The Governor must certify one local Workforce Development Council in each Workforce Development Area of the state every two years. Current certifications of the local councils end in June 2006;

WHEREAS, One of the functions of the Workforce Training and Education Coordinating Board as the state Workforce Investment Board under the Workforce Investment Act is to assist the Governor in the recertification of the Workforce Development Councils; and

WHEREAS, Board members should establish a process on how to manage its review of applications for Workforce Development Council certification;

THEREFORE BE IT RESOLVED, That the Workforce Training and Education Coordinating Board approve the proposed process and timeline.

**WASHINGTON STATE'S
WORKFORCE DEVELOPMENT COUNCIL
MEMBERSHIP CRITERIA**

- (1) The Chief Local Elected Officials (CLEOs) in the local area may choose to appoint either a new council that satisfies the membership requirements of Workforce Investment Act (WIA) Sec. 117(b), or a council that satisfies the pre-existing alternative entity requirements of WIA Sec. 117(i).
- (2) Business members must include at least three representatives of businesses with substantial employment and at least three representatives of small businesses employing fewer than fifty employees. Local business organizations and associations must nominate individuals, and the CLEOs must appoint members from among the nominees.
- (3) There must be at least three representatives of labor.¹ The central labor councils must nominate individuals, and the CLEOs must appoint members from among the nominees.
- (4) There must be at least two representatives of K-12 education and at least two representatives of postsecondary education. Local education agencies, institutions, or organizations must nominate representatives. The CLEOs must appoint members from among the nominees.
- (5) There must also be at least one member who represents each of the following:
 - The state's public vocational rehabilitation agency
 - Public assistance agencies
 - Economic development agencies
 - Community-based organizations
 - The public employment services.
- (6) If any of the membership criteria requires a change in the membership categories represented on a pre-existing entity or in the charter of a pre-existing entity, per Department of Labor rule (661.330), then that criteria are null and void for that entity.

¹ Business and labor members whose term on a Council has not expired on June 30, 2006, do not need to be re-nominated by the appropriate nominating entity. CLEOs will need to ask the appropriate nominating entity to re-nominate any business or labor member whose current term ends on or before June 30, 2006, if the member seeks to serve for another term.